**Dane County SSI MC**
**Quality Assurance Workgroup**
**Minutes 2/16/05**

**Present:**   Joyce Allen, Division of Disability and Elder Services (DDES) Co-Chair, Dr. Michelle Urban, Division of Health Care Financing (DHCF) Co-Chair, Ruthanne Landsness, APS, NAMI, David LeCount, DCDHS, Jeff Erlanger, Todd Costello, CLA, David Sievert, CLA/TMG, Kirstin Dolwick, MetaStar, Lynn Brady MHCDC, Peggy Michaelis, MHCDC.

**Excused:**   Lesly Oxley, TMG, Molly Cisco, Grass Roots Empowerment Project, Dr. Ron Diamond, DDES/MHCDC, Jennifer Lowenberg, NAMI, Wendy Kilbey Warren, Grass Roots Empowerment Project, Mary Olen, The Management Group (TMG).

**I.      Review of the Minutes**

No edits were suggested to the minutes.  They were accepted and will be posted on the web page, along with other documents from our workgroup.  The web page address is: http://dhfs.wisconsin.gov/medicaid7/index.htm#medicaid

**II.      Review of Dane SSI QA Workgroup Work Plan**

- A work plan was outlined and discussed with the workgroup including products, and target dates.  (See attached Work Plan.)

- The products/decisions listed in the work plan include:
    - ✓ Decide on the initial number of quality indicators for the Dane County program.
    - ✓ Determine the specific indicators that will be used for the Dane County program.
    - ✓ Develop a plan for data collection, analysis and dissemination for the chosen indicators.
    - ✓ Review and coordinate QA/QI activities with the Milwaukee initiative.
    - ✓ Develop an ongoing monitoring plan for QA/QI.
    - ✓ Review QI language for contract.
    - ✓ Prepare a briefing paper with recommendations to the larger Advisory Committee.

**III.      Review of Dane SSI QA Workgroup Issue Log**

- It was decided that an issue log would be started to keep track of issues that arise during these meetings and to make sure they were followed up on.  (See attached Issues Log.)

- The following topics are addressed in the issues log:
  - ✓ HSRS
  - ✓ Data sources for quality indicators
  - ✓ Cost of implementing evaluation instruments
  - ✓ Employment as a quality indicator
  - ✓ How data from sources other than encounter data will be integrated into an evaluation of the Dane program.
  - ✓ How CLA encounter data will be submitted to DHCF
  - ✓ How the Predictive Model will be integrated into the evaluation plan

- The log includes a description of the issue, the date the issue came up, the status of the issue and the decision (including date) made regarding the issue.

## IV.     Ranking of the Quality Indicators

- The remainder of the meeting was spent having members rank each quality indicator as a low, medium, or high priority. Those members of the Quality Assurance Workgroup that were unable to attend this meeting have been asked to submit their ranking of the indicators electronically by Friday, Feburary 25, 2005. The results will be tabulated and analyzed for discussion and review at the next workgroup meeting.

## IV.     Next Steps and Adjourn

**The next meeting will be held on:**

> **April 13, 2005**
> **2:00 pm – 4:00 pm**
> **TMG conference room**
> **Suite 320**
> **1 S. Pinckney Street**
> **Madison, Wisconsin**